

## Awards for Ex-Employees

For Effective Date on RPA, use employee's separation date. One way to find this is by selecting NPA Tracker from the ART Main Menu. Another way is to use the day before the effective date of the ex-employee record in DCPDS.

After you enter the effective date, you will be able to put the employee on the RPA.

Army Regional Tools - PAMELA_BARNABE - Microsoft Internet Explorer											
ART 1.1								NPA Tracker			
Name: Elise, Paula Wynn SSN: xxxxxx0915											
Notification of Personnel Action				Request for Personnel Action							
Eff Date	NOA(1)	NOA(2)	Accept Signature	Request Number(SPA)	Action Requested	Approval Date	Authorizing Signature				
9/30/2002	303 - Retiree/ment Special Option	825 - Separation Incentive	Fred E. Berryday	02SR040779PAL00407176	SEPARATION	9/11/2003 11:33:00 AM	Chamney, Gregory D				
				02SR0406047133	AWARD		Fisher, JR, Johnna W				
9/13/2002	790 - Enrolment	-	Lisa Curry	Withdrawn 0043639	CHD_DATA_REBMENT	9/16/2003	None				
9/13/2002	844 - Pay Adj	-	Wynny A. Lane	EMH4343CAP0043639	REALPROBID	9/22/2003	None				
9/13/2002	844 - Pay Adj	-	Wynny A. Lane	MSL15471177	SALARY_CHG	10/09/2003	None				
9/13/2002	844 - Pay Adj	-	Cheryl Pitts	MSL059628-317	SALARY_CHG	4/26/2003	None				
9/22/2002	840 - Indefinite Cntrb Award	-	M E Schinder	02SR040177PAL00073157	AWARD	9/24/2002	Fisher, JR, Johnna W				
10/3/2002	844 - Pay Adj	-	M E Schinder	MSL02936-48	SALARY_CHG	10/3/2002	None				
10/3/2002	840 - Indefinite Cntrb Award	-	M E Schinder	MAW 37064-139	AWARD	10/3/2003 1:53:40 PM	None				
10/29/2001	893 - Within grade Inc	-	Linda Breckler	01D04907C000033973	SALARY_CHG	12/11/2001	None				

Oracle Applications - Army Civilian Data Center

File Edit View Tools Window Help

Request for Personnel Action (Award/One-Time Payment, Routing Group: NC-REGION)

Change Family Refresh Status AUTHORIZED

Requesting Info Position Data Employee and Position Data Remarks and Address

**PART A - Requesting Office**

1 Actions Requested

**Award/One-Time Payment**

2 Request Number 03SEP080427152

3 For Additional Information Call (Full Name) Telephone Number 703 478 2400 4 Prop. Eff. Date ASAP

WHITT, DEBORAH

5 Action Requested By (Full Name) Title Request Date

Fisher, JR, Johnnie W FINANCIAL MANAGER 15 SEP 2003

6 Action Authorized By (Full Name) Title Commencement Date

Fisher, JR, Johnnie W FINANCIAL MANAGER 15 SEP 2003

**PART B - For Preparation of SF 50**

1 Last Name First Name Middle Name

Blair Paula Wyatt

2 Social Security Number 3 Date of Birth 4 Effective Date

0 SEP 2008

**FIRST ACTION**

A-C Code B-B Nature of Action

040 Individual Cash Award

S-C Code S-D Legal Authority

S-E Code S-F Legal Authority

**SECOND ACTION**

B-A Code B-B Nature of Action

040 Individual Cash Award

B-C Code S-D Legal Authority

B-E Code S-F Legal Authority

History Extra Information Person Position Other...

Effective  
date must  
be put on  
the RPA  
first.

Oracle Applications - Army Civilian Data Center

File Edit View Pages Tools Window Help

Oracle Applications - Army Civilian Data Center

Request for Personal Action (Award One-Time Payment, Routing Group: NE\_REGION)

Change Family Refresh Status AUTHORIZED

Requesting Info Position Data Employees and Position Data Remarks and Address

**PART A - Requesting Office**

1 Actions Requested

2 Request Number  
BSEPER0427152

4 Prop. Eff. Date  
ASAP

3 For Additional Information Call (Full Name)  
WHITT, JERODAN

5 Action Requested By (Full Name)  
Fisher, JR, Jehanle W

6 Action Authorized By (Full Name)  
Fisher, JR, Jehanle W

1 Title  
FINANCIAL MANAGER

2 Request Date  
15 SEP 2003

3 Concurrence Date  
15 SEP 2003

**PART B - For Preparation of SF 50**

1 Last Name

3 First Name

4 Middle Name

2 Social Security Number

3 Date of Birth

6 Effective Date  
01 SEP 2003

**FIRST ACTION**

5/A Code 5-B Nature of Action  
Individual Cash Award

5/C Code 5-D Legal Authority

5/E Code 5-F Legal Authority

**SECOND ACTION**

6/A Code 6-B Nature of Action

6/C Code 6-D Legal Authority

6/E Code 6-F Legal Authority

History Extra Information Election Position Other...

US Federal  
Award &  
Bonus  
Information  
DDF  
autopopulates  
Date Award  
Earned with  
effective date  
on RPA. If  
manager has  
provided an  
earlier  
effective date,  
put that date  
here.

# Awards for Ex-Employees

“Date Ex-Employee Award Paid” is used to document that the Award is being paid after the employee’s separation. Enter the date you are processing the Award.

The screenshot shows the 'US Fed Performance Appraisal' form in the Oracle Applications - Army Civilian Data Center. The 'Date Award Eamed' field is set to 26 AUG 2003. The 'Date Ex Emp Award Paid' field is set to 19 OCT 2003, with an arrow pointing to it. The 'Award Agency Code' is 01, and the 'Award Type' is Performance Award.

After HR Update, the Award can be viewed in the Assignment Entries for the employee’s last pay period. Date Eamed and Date Paid display.

The screenshot shows the 'Assignment Entries' form in the Oracle Applications - Army Civilian Data Center. The 'Date Award Eamed' field is set to 26 AUG 2003. The 'Date Ex Emp Award Paid' field is set to 19 OCT 2003. The 'Award Agency Code' is 01, and the 'Award Type' is Performance Award.

Pay500 is created with employee’s separation date as effective date. This ensures the award will be paid out of the proper account.

SOD	Trane Date	SSN	MBS	Eff Date	Agency
HT	22-OCT-2003 16:36:45	224566015	840	30-SEP-2003	OA AR
HT	30-SEP-2003 03:39:44	224566015	825	30-SEP-2003	OA AR
HT	30-SEP-2003 03:39:41	224566015	303	30-SEP-2003	OA AR
HT	16-JUN-2003 19:21:14	224566015	800	07-JUN-2003	OA AR
HT	28-MAY-2003 06:30:02	224566015	790	18-MAY-2003	OA AR
HT	26-APR-2003 16:04:35	224566015	894	12-JAN-2003	OA AR
HT	12-JAN-2003 04:53:15	224566015	894	12-JAN-2003	OA AR

NPA will print with “Date Ex-Employee Award Paid” as the effective date in block 4. This serves as an indicator that the award was given to an ex-employee.

NOTE: A heat ticket has been entered reporting that the printing of block 4 is not working correctly. In order to get block 4 to print with the “Date Ex-Employee Award Paid” as the effective date, you will need to print thru Processes and Reports. Printing while updating HR is not working correctly.